

MSC Partners Meeting
Tuesday, November 13, 2007

The meeting was called to order by Nansu Roddy at 12:05 PM.

Present: Marilyn Trospen, Polson City Library; Gloria Langstaff, Bitterroot Public Library; Sonja Woods, Miles City Public Library; Hannah Nash, Miles City Public Library; Patty Jones, Flathead County Libraries; Jodi Oberweiser, Drummond School and Community Library; Claire Morton, Missoula Public Library and branches; Honore Bray, Missoula Public Library and branches; Sarah McHugh, State Projects Librarian; Jess Tobin, Montana Shared Catalog; Ann Rutherford, Miles Community College Library; Renee McGrath, North Valley Library; John Finn, Hearst Free Library; Nansu Roddy, Bitterroot Public Library; Ken Adams, Montana Shared Catalog; Guna Chaberek, Mineral County Library.

MINUTES of October 9 meeting approved by consensus, with changes: Polson City Library needs to be added in the list of Partner Libraries

NO ADDITIONS to the Agenda.

1) Mineral County Library welcomed to the group, and Guna reported that so far, although the daily holds ranged from 45 to 125, they have been able to handle all but the ones requested by Flathead Libraries. Mineral County does not have the funds available to mail more than one small box a week. One or two more volunteers still need to be found to ferry books to Missoula. There have also been complaints from patrons about new books leaving Superior before they have a chance to see them.

Renee stated that it was important for a library, before it joins the Partners, to have signs explaining the importance of placing holds, as well as how to access the catalog.

Claire asked where in the hold matrix new patrons are added.

Sarah answered that some holdings were Mineral County only, and that also some clean-up needs to be done. She said that Mike confirms the system begins by catalog key. It is really important to educate users about the wealth of materials available.

Marilyn said that many Polson users were shelf-browsers, but they were increasingly learning about the holds process. This is a huge education effort, and marketing materials are important!

Patty said that the issue will level out after a while. Perhaps newly joining libraries should be told that their holds would go to the bottom of the list.

Nansu also mentioned that joining libraries be told they need to join the Partners list-serve a while before they go live.

2) **TIMELINE for joining Partners:** Ken stated that as of yet there is no timeline defined, and he needs to get it defined.

3) **APPROVAL FOR REVISED GUIDELINES:** Ken stated that Mineral County has been added to the participating libraries on the last page. He also asked what a joining library needs to do and to look out for, and in what kind of time frame this is to be done.

After discussion, it was decided that the following procedure should be followed by an interested library:

- 1) call Ken
- 2) read the Standard Operating Procedures, look on the website
- 3) educate Trustees and staff
- 4) visit a Partner library

Nansu suggested that the language be made clearer to entering libraries. Ken will come up with a revised version.

3) **REVISED STANDARD OPERATING PROCEDURES:** Miles City Community College Library should be changed to Miles Community College Library. The libraries also need to be put in alphabetical order.

On page 2, under 'Checkout periods,' where it states '1 renewal' it should be changed to '2 renewals.'

Nansu suggested that Ken needs to redo these guidelines and present them for approval at the next meeting. Some libraries never got the revised copy – Ken will resend them.

Ken will also present a revised addition to the SOP for the Partners' review.

5) **PROCESS LONG-OVERDUE:** Jess stated that the Process Over-due report breaks the connection between the patron and the item. It also removes item bills. The report changes the current location to 'Long Overdue.' It is optional to place a generic bill on the patron record. The report is for a specific group of libraries, that will cover that library's patrons only. Jess suggested she could run a regular list report for each library, which would make a list of that library's long overdue items, so that everyone would be aware.

Patty suggested that we not wait 90 days for the Lost Assumed report. Several members suggested we wait for 60 days. This will be on next month's agenda.

6) **CRATES BY BUS:** John stated that he has had no answer from bus companies. He asked for Missoula's contact information. He will call and get information for Bitterroot, North Valley and Mineral, as well as Hearst. Claire will check with PDQ, their courier to the bus station. This needs to be brought up on next month's agenda.

7) IN-TRANSIT REPORTS: Patty said it is necessary for these to include items that have been in transit for more than 2 weeks, and Claire said somehow they would need to notify the library if an old or older book is still in transit. Sarah said that the Process Long Overdue Report would take care of much of this. Nansu said that we need to continue e-mailing each other.

Nansu said that the report needs to be weekly. If the item appears on the next week's, then it needs to be put on 'trace.' So then we would have to keep the previous week's report.

8) PURCHASE ALERTS:

Renee asked that the report include:

- 1) which library owns copies
- 2) have the titles appeared on a previous list
- 3) not as much bibliographical information

Sarah said the report needs to be broken down, and she would need to talk to Sirsi. Mike may be able to make a customized report. Ken will talk to Mike and to Sirsi about this.

9) FUTURE GROWTH. ORBIS CASCADE COURIER SYSTEM: Sarah explained that by 2010 the Partners will need to make a new proposal for a courier system. At that time Montana may join the Orbis Cascade system, but it is not certain Montana will be ready to join at that time. If interested, we need to apply by July 2009. The groundwork is being done by the Fulfillment Task Force. We need to tell them what we want – a 2 day service at \$2500 a year, or 5-day service at \$5000. a year.

Also, we need to figure out what the drop sites would be.

This needs to be put on the agenda for next month.

10) FRENCHTOWN BRANCH: They are becoming a branch of Missoula, and will be joining Partners probably January 1.

11) 21-DAY CHECK-OUT REVISITED: to be discussed next month.

NEXT MEETING: Scheduled for Tuesday, December 11, at 12 noon.

Respectfully submitted

Guna K. Chaberek
Mineral County Public Library

